

JOB ADVERTISEMENT!

JOB TITLE: INTERNAL AUDITOR (1 post)
REF: NO. NSSL/IA/2025

JOB DESCRIPTION

FUNCTIONAL PURPOSE

To implement Nawiri’ Branch Growth and Internal Control Objectives, Values and Aspirations.

JOB OBJECTIVES

Deliver business targets measured by the effectiveness of internal control environment, Compliance to regulatory requirements, risk management parameters, Human and Cultural Values.

KEY JOB SKILLS

- i. Integrity and Honesty
- ii. Entrepreneurial mindset
- iii. Excellent persuasion, and networking skill
- iv. High Performance and delivery of targeted goals
- v. Decisiveness and quick judgment skill
- vi. Excellence business writing skill
- vii. Analytical and critical thinking skills
- viii. Excellent communication and interpersonal skills
- ix. Internal motivation, positivity, proactivity and taking initiative
- x. Training, mentor and coaching skills
- xi. Capability to work in a team

DUTIES OF AN INTERNAL AUDITOR

Business Development

- i. Understand SACCO business growth targets as negotiated with the board especially balance sheet and profit and loss accounts parameters.
- ii. Assess market conditions and identify current and prospective branch opportunities with regards to member recruitment, Credit and Deposit Mobilization.
- iii. Be proactive and build relationships with key persons of influence persons, institutions in the marketplace.
- iv. Present Nawiri image and live the prescribed values.

Internal Audit Tasks

- i. Preparation of Internal Audit Assessment Reports and Management Letters to the CEO and the Internal Audit Committee.
- ii. Lead in contribution to the improvement or introduction of Internal Audit and related management information systems.
- iii. Provide technical advice on new banking control practices that are appropriate to Nawiri.
- iv. Examine and evaluate the effectiveness and adequacy of the internal control systems.
- v. Perform a review of the effectiveness and application of risk assessment methodologies and risk management procedures.
- vi. Review financial and management information systems, including the electronic banking services and ICT Security Incidents reports.
- vii. Review financial reports and accounting records for accuracy and reliability.
- viii. Review the methodologies, tactics and techniques of safeguarding assets.
- ix. Carry out an evaluation of Nawiri Capital requirements with reference to the prevailing market conditions and advise the Board on sufficiency and adequacy of capital.
- x. Assess and evaluate departmental financial operational efficiency including branches.
- xi. Carry out tests on both the functioning of specific internal control procedures and transactions.
- xii. Perform review on established systems for ensuring codes of conduct, compliance with regulatory and legal requirements, and the implementation of procedures and policies.
- xiii. Perform special investigations; and carry out tests on the timeliness and reliability of the regulatory reporting.

COMPLIANCE

Comply with all professional code of conduct, governance frameworks, human and cultural values of Nawiri.

CUSTOMER SERVICE:

- i. Assess the effectiveness of resolve customer/member complaints fully.
- ii. Monitor customer/member satisfaction levels.
- iii. At all times seek possible solutions for members in line with the SACCO's policy and advise them accordingly.
- iv. Monitor complaint register to evaluate severity of complains and how they were resolved.

v. Provide the members with the highest quality of sought services.

HUMAN AND CULTURE OF PERFORMANCE

- i. You will train, mentor and coach staff in the Internal Audit department.
- ii. Carry out your duties with integrity and promote and live the prescribed corporate values.
- iii. Strive to achieve your negotiate performance targets.

MINIMUM QUALIFICATIONS

- i. Must be a holder of a Business related degree (Accounts/Finance) from a recognized University.
- ii. Must be a CPA K holder.
- iii. Must have attained C+ and above in KCSE
- iv. Must be computer literate.
- v. Must be mature and demonstrates high level of honesty and communication skills (oral and written).
- vi. Have demonstrated high analytical and communication skills.
- vii. Understand Sacco policies and procedures.
- viii. Minimum 3 years' relevant experience.

Interested candidates should send their applications accompanied by a detailed CV and copies of relevant certificates, testimonials, National ID Card and valid Certificate of Good Conduct to: recruit@nawiri.co.ke quoting the Job Reference Number to reach by **5 P.M. on WEDNESDAY 20TH AUGUST 2025** or they can address as below quoting the **Job Reference Number** on the **sealed** envelope.

**THE CHIEF EXECUTIVE OFFICER
NAWIRI SACCO SOCIETY LTD
P. O BOX 400-60100**

EMBU

BRANCHES

Embu 📍 Runyenjes 📍 Kairuri 📍 Kianjokoma 📍 Kathangariri 📍 Kiritiri 📍 Mbuvi 📍 Kanja 📍 Siakago 📍 Embu DownTown 📍 Makutano